


# Practice Peer-graded Assignment: Activity: Create a Sprint Plan and Sprint Backlog

 It looks like this is your first peer-graded assignment. [Learn more](#)

## Ready for the assignment?

You will find instructions below to submit.

### Instructions

### My submission

### Peers to review

#### Activity Overview

#### Discussions

In this activity, you will plan for your upcoming Sprint by applying your understanding of item priority, team resources, and timing.

**Note:** Throughout this course, you will complete tasks normally done by others (like the Development Team or Product Owner). Even if you don't perform them yourself, it is important that you understand these processes. After you submit your work, review and respond to **at least two** of your classmates' assignments.

#### Scenario

less

Review the scenario below. Then complete the step-by-step instructions.

Now that you've added epics, user stories, acceptance criteria, and estimations<sup>[↗]</sup> to your Product Backlog<sup>[↗]</sup>, it's time to plan your first Virtual Verde Sprint! You meet with the Product Owner and your team to decide which items from the Product Backlog to address in your first Sprint. During your meeting you and your team answer the following questions:

**Who is available?** All team members are available for the Sprint.

**What is the team's points capacity (also known as velocity)?** The team can typically complete 60 Story Points per three-week Sprint.

**How long is the Sprint?** The team decides that this Sprint will take three weeks.

**What can and should the team accomplish in this upcoming Sprint? What is the ultimate Sprint goal?**

The Sprint Backlog can include stories from both epics, but the Product Owner has asked you to prioritize the Plant Care Initiatives epic first. If the team has enough capacity leftover, they can start work on the Bonsai Trees epic.

To plan the Sprint, you will assign items from your Product Backlog to the Sprint Backlog. The total effort estimation (in Story Points) of the items you assign should match your team's points capacity for a three-week Sprint.

**Note:** To ensure consistent results for this activity, you should use the effort estimations provided in the template below—not your own estimations.

## Step-By-Step Assignment Instructions

less


### Step 1: Access the template

To use the template for this course item, click the link below and select “Use Template.”

Link to template: [Sprint Backlog](#) 

OR

If you don't have a Google account, you can download the template directly from the attachment below.

 [Activity Template\\_Sprint Backlog](#)  
[XLSX File](#)

### Step 2: Add the points capacity to the Sprint Backlog tab

First, go to the **Sprint Backlog** tab. To add the points capacity:

Find the **Sprints** section (toward the right side of the sheet).

Under the **Current Sprint** column, add the total number of Story Points your team expects to complete in the upcoming Sprint.

### Step 3: Assign items from the Product Backlog to the Current Sprint

Now it's time to assign Product Backlog items to the current sprint. Your goal is to maximize value and velocity without going over the team's points capacity. If an item puts the team over 60 points, skip that one and add the next item that fits within the remaining capacity.

To designate items from the Product Backlog to the current sprint:

Go to the **Product Backlog** tab.

Find the **Value** column header and click the dropdown arrow. Select *Sort sheet Z → A*. This will bring the items with the highest value to the top.

Assign items in the Product Backlog using the dropdowns in the **Sprint** column, selecting "Current Sprint." When selecting stories for the Sprint, start at the top with the highest value items. Then assign items down the list until the number of Story Points assigned matches the team's expected capacity. Remember that you should focus on the Plant Care Initiatives epic first. You can include items from the Bonsai Trees epic *only* if you have extra capacity.

To check the number of points assigned to the Current Sprint in Google Sheets, proceed to **Step 4**. To check your points in Excel, skip to **Step 5**.

### Step 4: Check the points capacity in the Sprint Backlog tab (Google Sheets version)

If you're using Google Sheets, the Backlog items you assigned to the Current Sprint will automatically populate in the **Sprint Backlog** tab. The total number of Story Points from these items will appear next to **Points Assigned**. The total value will appear next to **Value Attributed**.

Check to make sure the number of Story points assigned fits the capacity for the Current Sprint. If the number is above or below capacity, try reassigning the Product Backlog items as needed. Once you are satisfied with your Sprint Backlog, skip to **Step 6**.

### Step 5: Check the points capacity in the Sprint Backlog tab (Excel version)

If you're using Excel, you will need to move the Product Backlog items to the Sprint Backlog manually:

In the **Product Backlog** tab, select the dropdown at the top of the **Sprint** column.

Then choose *Sort A to Z* to group the Current Sprint items together.

Highlight the Current Sprint items, making sure to include all the cells from the **Epic** column to the **Sprint** column.

Paste the cells into the **Sprint Backlog** tab.

The total number of Story Points from these items will appear in the **Sprints** section next to **Points Assigned**. The total value will appear next to **Value Attributed**.

Check to make sure the number of Story points assigned fits the capacity for the Current Sprint. If the number is above or below capacity, try reassigning the Product Backlog items as needed.

#### **Step 6: Assign remaining items to the next Sprint (Google Sheets and Excel versions)**

Go back to the **Product Backlog** tab. For any items that didn't fit into the Current Sprint, select *Next Sprint* from the dropdown.

Keep in mind that there is more than one right way to build a Backlog. There could be project needs or dependencies that cause the Product Owner to make adjustments. Your team will continue to iterate and complete Sprint Planning throughout the life cycle of the project.

---

#### **Review criteria**

**less**

There are a total of 7 points for this activity. At least two of your peers will evaluate your Sprint plan and Backlog. Your final grade will be the median of these scores. You must get 6 out of 7 total points to pass.

---

#### **Giving Good Feedback**

**less**

Once you complete the activity, review and provide constructive feedback for at least two classmates.

Below are some guidelines to help you leave constructive comments for your peers.

When giving feedback, consider:

Leading with positive feedback

Providing a balance of positive and actionable feedback

Sticking to information-specific, issue-focused, and observation-centered comments

Ready to submit your work? Head to the My Submission tab at the top of the page.

Apply what you've learned using Asana

As with previous activities, you can also use Asana to plan and run Sprints. Sprint planning meetings can be time consuming and next steps can end up in one-off spreadsheets or boards. By planning Sprints in Asana, teams can have full clarity on Sprint plans, milestones, launch dates, and Backlog, with work efforts and communication together in one place.

Continue to [the next course item](#)<sup>[↗]</sup> to learn how to complete this activity using [Asana](#)<sup>[↗]</sup>, a work management tool that helps teams organize their work all in one place. Then, in [an upcoming activity](#)<sup>[↗]</sup>, you'll be able to apply what you've learned in Asana yourself.

Many organizations adopt similar work management tools, so familiarizing yourself with the various options will help set you up for success. Ready to get started? Head to the [next course item](#)<sup>[↗]</sup> to begin.